

FEDEX
Smallpox Vaccine Receiving And Processing Matrix For Receiving Official

1. **PURPOSE:** To give detailed instructions on the receiving and processing of the Smallpox Vaccine.
2. **GENERAL INFORMATION:** The Secretary of Defense has assigned the Army as the Executive Agent for the Smallpox Immunization Program. The Surgeon General of the Army is responsible for command and control of this program. The delegated receiving Official or Authorized Alternate is responsible for the receipt, processing, storage, security, and subsequent release to the end-user of this vaccine. This matrix details the necessary receiving and handling instructions to be followed by each Receiving Official or Authorized Alternate. This vaccine must be handled as a critical medical materiel item requiring the utmost control. **Due to the sensitivity of this vaccine, the Receiving Official or Authorized Alternate may be held pecuniary liable for any damage or spoilage caused by negligence.**

| STEP | CRITICAL EVENT |
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| 1 | Receiving Official contacted prior to shipment from their Medical Logistics Agency (AFMLO/NAVMEDLOGCOM) to verify ship-to address and convey any special preliminary receipt instruction to the Distribution Operations Center (DOC). |
| 2 | DOC calls Receiving Official or Authorized Alternate prior to shipment and verifies: <ol style="list-style-type: none"> 1. Address and any other alternate receiving officials. 2. Receipt time of vaccine (1000 –1200 next day). 3. Expected time of phone call (1500-1630 day of shipment) from DOC w/FEDEX tracking/Airbill #. |
| 3 | DOC provides the Receiving Official a brief on the details and potential risk associated with receipt of this shipment. <ol style="list-style-type: none"> 1. Notify central receiving mail drop off locations of incoming vaccine shipment from FedEx, in case it is delivered to wrong area. 2. All personnel in receiving area are aware of the incoming vaccine shipment and a policy is put into place to contact the Receiving Official or Authorized Alternate immediately for signature. 3. If shipment is OCONUS, notify Action Officer to prepare duty exemption letter and assure that any import licenses or permits are received from the Food & Drug or Ministry of Health before your package arrives at customs for clearance. 4. Verify that proper refrigeration is available in the receiving area with constant temperature monitoring capability, which is electronically or manually recorded and proper backup if necessary. 5. Call local FedEx and inform them of your shipments tracking number. 6. Start tracking or call FedEx after 8:00 the next day (www.fedex.com and/or 1-800-463-3339). 7. Contact DOC if delivery is not made by estimated delivery time. |
| 4 | Receiving Official faxed a copy of this matrix and handling instructions a day prior to shipment. |
| 5 | UPON Receipt of the vaccine the Receiving Official or Authorized Alternate will: <ol style="list-style-type: none"> 1. Call DOC to confirm receipt. 2. Check for damage (If damaged then contact DOC immediately). 3. Remove handling instruction information paper, and FedEx envelope (for <i>TempTale</i> return to NPS) from the box. Call and request pick-up from FedEx for <i>TempTale</i>. 4. Perform a GREEN LIGHT Check. (DO NOT RELEASE THE VACCINE TO END-USER UNTIL AUTHORIZED BY THE DOC. THIS DOES NOT AUTHORIZE UNIT TO UTILIZE VACCINE) 5. Put <i>TempTale</i> in the FedEx envelope and wait for FedEx carrier. Send via Priority Overnight. 6. Immediately secure vaccine in the required refrigerated storage environment (2° to 8°Celsius, which is equivalent to 36° to 46° Fahrenheit) DO NOT FREEZE. 7. Provide DOC with <i>TempTale</i> FedEx tracking/airbill #. 8. Assure stock record accountability for the vaccine is established IAW Service regulations. 9. DO NOT RELEASE THE VACCINE TO END-USER UNTIL AUTHORIZED BY THE DOC. |
| 6 | DOC will upon receipt of the OFFICIAL CDC Release DOCUMENT and examination of the TempTale data: <ol style="list-style-type: none"> 1. Phone Receiving Official or Authorized Alternate with results. 2. Fax CDC & DOC Smallpox Vaccine Release Documents to Receiving Official. |
| 7 | Receiving Official will close shipment with their Medical Logistics Agency. |

USAMMA Distribution Operations Center (DOC): Mrs. Bonnie Pereschuk, Mrs. Kandi Barnhart, Mr. Ruben Gueits, Ms. Liz Andrews, Ms. Kym Brown, Ms. Gretchen Bronson and Mrs. Kitty Reese DSN 343-4121/4411/4198/4318/4128/4320/7913 (301) 619-4121/4411/4198/4318/4320/4128/7913.

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